



Office of Human Resources

VACANCY NOTICE

POSITION:	Director of Admissions
LOCATION:	Office of Enrollment Services Campus may vary based on the needs of the department
REPORTS TO:	Associate Dean of Enrollment Services
GRADE & SALARY:	BOG 16; Salary range begins at \$66,654 Hiring salary commensurate with education and experience
WORK SCHEDULE:	Non-Standard; 35 hours per week
SUPERVISES:	Professional and support staff

JOB SUMMARY: The Director of Admissions provides leadership for the formulation, coordination and implementation of the Admissions Policies of the College, is responsible for the development of programs and materials for prospective students and develops, maintains and facilitates professional relationships with secondary schools. In addition, he/she is responsible for staff training, budgeting and overall supervision of the admissions process including freshman, transfer, readmit programs, policies and procedures.

DUTIES AND RESPONSIBILITIES:

- Develop and implement recruitment strategies and direct all phases of admissions. Coordinate admissions activities with the functions, policies and procedures of other administrative offices, academic departments, committees and personnel.
- Provide leadership in the formation and/or revision of all policies related to the admission status of freshman, transfer, and readmit students and communication of such policies to on campus and off campus constituencies.
- Select, train, supervise and evaluate the Admissions professional and support staff.
- Assume responsibility for communication procedures for prospective students.
- Prepare and manage the operating budget for the Admissions Department.

Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

DUTIES AND RESPONSIBILITIES (Continued):

- Manage complex information and data which enhances the recruitment and yield efforts of the College.
- Prepare and analyze statistical reports.
- Assist in the development of computerized systems that service the students and enhance the functions of admissions.
- Oversee the development of transfer articulation agreements.
- Oversee the maintenance of the Admissions Web Site.
- Responsible for the development of Admissions' publications and recruitment materials.
- Direct the administration of the College's Presidential, Running Start and High School Enrichment Scholarship Programs including the awarding of monies.
- Serve as liaison to administration, faculty, staff and other organizations.
- Be active and remain current with relevant professional organizations.
- Participate on College committees as assigned.
- Other related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Working knowledge of computers and related software; use of other office equipment. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- Master's degree required.
- A minimum of 5 years of experience in the administration of an admissions office primarily at a community college or university level in a multi-campus environment required.
- Full-time experience at or above the Associate Director level preferred.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

- Ability to represent the College positively and effectively with prospective students, faculty, staff, alumni, media, and the public.
- Ability to write and speak effectively.
- Ability to travel and work non-standard hours as needed.
- Demonstrated commitment to providing student-centered services in a college or university setting.
- Effective problem solving ability.
- Excellent customer service.

APPLICATION PERIOD: JANUARY 25, 2013 – FEBRUARY 14, 2013

(This date includes a five-day grace period. Applications will not be accepted after 2/14/13 11:59pm EST).

HOW TO APPLY:

To apply for this position, please go to CCRI's online recruitment site at <https://jobs.ccri.edu> and complete the online application. In addition to the application, a cover letter, resume and contact information of three references must be attached at the end of the application. Finalists will be asked to provide official college transcript(s).

If you need assistance with the online application process, please contact Human Resources at 401-825-2311.

CCRI is an Equal Opportunity / Diversity Employer.

Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 825-2311 prior to the close of the application period. TTY: (401) 825-2313.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.